



**MINISTRY OF SCIENCE, ENERGY & TECHNOLOGY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Property Manager
JOB GRADE:	TBD
DIVISION/DEPARTMENT:	Corporate Services Division
REPORTS TO:	Director, Administration, Property & Office Services
MANAGES:	<ul style="list-style-type: none">• Property Management Officer• Gardener/Handyman

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division
Created/revised

Date

1. JOB PURPOSE

Under the general direction of the Director, Administration, Property & Office Services, the Property Manager is responsible for planning, coordinating, overseeing, managing and directing the operations and activities of all plant and facilities engineering, layout, design, construction, utilities operations, building, grounds and equipment maintenance, plant protection and security, and associated administrative and supervisory functions for the properties of MSET.

The Property Manager is also accountable for contracting with and overseeing the activities of various contractors and consultants for the fulfilment of plant/facilities engineering design, installation, operation, maintenance, modification, construction, modernization, and protection of physical facilities and equipment, or any other activity for the effective and efficient operation of the MSET and its tenants.

2. KEY OUTPUTS

- Plant and Facilities Protected
- Engineering, Layout and Construction Managed/Monitored
- Utilities Operation, Energy Management and Maintenance Managed
- Property Contracts Managed
- Technical advice and recommendation provided
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed
- Staff Appraisals Conducted

3. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

Plant and Facilities Protection

- Provides advice on purchase priorities, major construction projects, renovation and similar projects requiring large capital expenditure for the MSET;
- Plans and oversees the implementation of the plant's overall preventive and predictive maintenance programs, and the policies and procedures for maintenance and repair of facilities and equipment;
- Contracts with and oversees the activities of various contractors and consultants for the fulfilment of plant/facilities maintenance and development; supervises and evaluates the performance of contractors;
- Directs and coordinates the operations and activities of plant/facilities engineering administration, layout, design, construction, utilities operations and maintenance; building, grounds and equipment maintenance; plant protection and security;
- Frequently inspects buildings and facilities, mechanical, electrical and air conditioning systems, identifying and correcting defects and deficiencies in structures and systems, and implementing measures to enhance efficiencies, safety and assure continuous business operation; assures compliance with all applicable building codes, regulations, standards, and laws;

- Provides proactive management to the staff of other Division/Branches/Units to assist in identifying and resolving plant operations issues and problems;

Engineering, Layout and Construction

- Manages the generation and furnishing of engineering designs, specifications, bills of materials, and cost estimates for construction and major rehabilitation of all real property and for major projects of installation and relocation of equipment;
- Undertakes continuous review and evaluation of utility, building, and structural requirements and preparation of projects as required;
- Serves as Technical Liaison for design engineering projects of collateral interest with other Agencies;
- Maintains a master plan for improvement and expansion of the plant/facilities, preparation of designs, layouts, drawings, and bills of materials for major maintenance, plant/facility improvement, and other projects;
- Provides technical/engineering support to other departments regarding process and/or equipment changes;
- Oversees the preparation or oversight of the architectural, structural, mechanical, electrical, utilities, site, environmental design, and other construction and engineering drawings for all facilities;
- Develops the scope of work and terms of reference for projects to be undertaken, evaluate and select contractors;
- Manages the project management of all construction work and approval after completion;

Utilities Operation, Energy Management and Maintenance

- Manages the operation and maintenance of all utilities systems and equipment on the plant;
- Continuously updates and redesigns if necessary the MSET's energy management and conservation programmes;
- Manages the installation and maintenance of all utilities systems and components for electricity, water, steam, oil, compressed air, etc.;
- Manages the installation, operation, and maintenance of all ventilating, air conditioning, and refrigeration systems and components;
- Undertakes the maintenance of appropriate equipment records and histories;
- Manages the management of spare parts and materials storerooms and inventories;

Contract Management

- Participates in the monitoring, tracking and compliance of all MSET maintenance and construction contracts;
- Reviews and makes recommendations for approval of all bids and submissions for plant/facilities contract work;
- Undertakes the solicitation, preparation, and administration of appropriate contracts for all works to be undertaken on the MSET plant;
- Coordinates with Legal Services Division, on all major contracts for engineering work, technical specifications, tenancy agreements and contracts;

- Manages systems and procedures to ensure compliance with the terms and conditions of the MSET tenancy agreements;
- Coordinates with project teams and contracting staff to resolve contractual arrangements and ensure timely invoicing;
- Manages the work of the janitorial, landscaping and associated teams employed/contracted to the MSET;
- Manages the processing of work requests; preparation of project cost estimates; planning and scheduling of work; provision and management of required parts, materials, and equipment; and maintenance of all related labour and equipment records.

Management/Administrative Responsibilities

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers property management related presentations as needed.

Human Resources Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

4. PERFORMANCE STANDARDS

- Plant and facilities protected in accordance with industry standards, timeframes and budget;
- Engineering, layout and construction managed/monitored in accordance with agreed standards and timeframes;

- Utilities operation, energy management and maintenance managed in accordance with agreed standards and timeframes;
- Property Contracts managed in accordance with agreed standards and timeframes;
- Technical advice and recommendation provided are evidence-based and provided in the agreed timeframe;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframe;
- Staff Appraisals completed and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

5. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Principal Director, Corporate Services Director, Administration, Property and Office Services	<ul style="list-style-type: none"> • Receive guidance and direction; • Provide information and/or progress reports; escalate important issues, particularly those that may affect budget or service delivery; • Receive feedback regarding performance
Senior Executives/Management	<ul style="list-style-type: none"> • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback
Public Procurement Branch	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on matters procurement management relating to functional area
Finance & Accounts Division	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on matters financial management relating to functional area
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
MDAs	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

Contact (Title)	Purpose of Communication
	<ul style="list-style-type: none"> • Liaise on key Property Management issues
Research Institutions such as UWI, UTech etc	<ul style="list-style-type: none"> • Collaborate/partner on major research and new energy efficiency/conservation solutions etc. • Provide expert advice and exchange information
Bureau of Standards	<ul style="list-style-type: none"> • Provide expert advice and exchange information
Utility Companies	<ul style="list-style-type: none"> • Provide expert advice and exchange information on billing/conservation
Contractors, suppliers and providers of energy related components	<ul style="list-style-type: none"> • Monitor energy projects and interventions • Provide expert advice and exchange information
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback

6. AUTHORITY

- Escalates unsolved energy engineering matters to the Director & Principal Director;
- Approves Terms of Reference and other specifications
- To recommend process/procedural and systems changes of the functional area
- Signoff of contractor performance for payment.
- To recommend staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
- Certifies/Approves invoices;
- Endorses and approves project & works completion.

7. REQUIRED COMPETENCIES

Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills
- Change Management

Technical

- Expert knowledge of plant operations, maintenance and repairs.
- Excellent project management skills.

- Strategic and analytical thinking with excellent business management skills.
- Strong organizational, problem-solving, analytical skills, and the ability to manage priorities and work flow.
- Sound knowledge in developing detailed subcontractor scopes of work for property management.
- Knowledge of National Energy Policies;
- Good understanding of GOJ operations and procurement guidelines;
- Sound financial and analysis skills;
- Sound judgment, troubleshooting and problem-solving skills;
- Ability to take initiative and manage multiple tasks and projects simultaneously;

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Electrical Engineering, Mechanical Engineering, Facilities Management, Industrial Management or related field;
- Four (4) years' experience at the management level in a similar field.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. The incumbent will be exposed to dirt, dust, hot and humid conditions on project sites. Additionally, frequent intra island travel and extended working hours is required. May be required to travel internationally to attend conferences, seminars and meetings.